

BIOGRAPHIC REGISTER'S MICROFILM PROJECT
OF SOV/BLOC BIBLIOGRAPHIC CARDS

29 August 1967

Approximately 3,115,000 5 x 8 cards were microfilmed releasing 125 card cabinets. A total of 659 cassettes were prepared. File preparation involving the removal of jackets and staples, checking the alphabetic sequence of cards, and the microfilming and indexing of the film was performed by 13 summer employees under the supervision of 2 regular employees of BR. The processing and duplication of the film was performed by the personnel of the Document and Pictorial Services Division, Document Systems Group. Two Micro-Reader Printers were purchased at the cost of \$4,302.20 in order to make use of the microfilmed file. This cost is not reflected in the total project cost. A breakdown of man-hours and costs are as follows:

LABOR

Supervisory labor	200 hrs.	@ 4.45	\$ 890.00
File preparation	2538 hrs.	@ 2.00	5,076.00
Microfilming	1144 hrs.	@ 2.00	2,288.00
Scanning & Indexing	100 hrs.	@ 2.00	200.00
Processing & duplicating load- ing into 400-C cartridges	288 hrs.	@ 2.50	720.00
Total Labor Costs	4670 hrs.		\$ 9,174.00

MATERIAL & RENTAL

Negative film	375 rolls	@ 4.92	\$ 1,845.00
Direct duplicating film	750 rolls	@ 1.095	821.25
Chemicals for film processing			420.00
750 Cartridges		@ 1.08	810.00
Camera rental			400.00
			\$ 4,296.25

TOTAL COST OF PROJECT

\$ 13,470.25

14 October 1969

HOLDINGS OF A&RC BY FISCAL YEAR

FISCAL YEAR	INACTIVE RECORDS	SUPPLEMENTAL DISTRIBUTION	VITAL RECORDS	AGENCY ARCHIVES	TOTAL
1954	6,200	7,966			14,166
1955	10,052	9,884			19,936
1956	16,656	11,247			27,903
1957	22,648	10,431			33,079
1958	24,744	10,995	1,177		36,916
1959	31,723	14,351	1,571		47,645
1960	38,574	17,751	3,291		59,616
1961	45,707	19,727	4,632		70,066
1962	51,665	21,425	4,956		78,046
1963	51,113	22,257	7,477		80,847
1964	51,650	20,514	8,628	1,660	82,452
1965	53,502	17,955	9,342	2,060	82,859
1966	56,871	18,989	8,769	3,076	87,705
1967	63,223	20,264	9,841	4,982	98,310
1968	67,469	21,761	8,798	6,345	104,373
1969	63,954	19,526	9,154	7,553	100,187

UNCLASSIFIED CONFIDENTIAL SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	4/3/70	
2			
3			
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input checked="" type="checkbox"/> FILE	<input checked="" type="checkbox"/> RETURN
<input checked="" type="checkbox"/> CONCURRENCE	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

For Your Information

A Microfilm cost analysis from DDI, Sam
 on a summer employee filming
of three million cards.

(People are the major cost and preparation of
file is twice that of filming)

The other is a list of the growth of records
volumes stored at the Records Center.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Chief, RAB

3 Apr '70

UNCLASSIFIED CONFIDENTIAL SECRET